March 3, 2025

Non-Discrimination Policy

Non-Discrimination Policy

Purpose: This policy is designed to ensure that all individuals are treated with respect and dignity, and that diversity is valued within our organization. We are committed to providing an inclusive environment free from discrimination, harassment, and retaliation.

Scope: This policy applies to all employees, contractors, volunteers, clients, and visitors of [Organization Name].

Policy Statement: [Organization Name] is committed to maintaining a work environment that is free from discrimination and harassment. We do not tolerate discrimination or harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable law.

Definitions:

- **Discrimination**: Unfair treatment of an individual or group based on protected characteristics.

- **Harassment**: Unwelcome conduct that creates a hostile, intimidating, or offensive work environment.

- **Retaliation**: Adverse actions taken against an individual for reporting discrimination or harassment or participating in an investigation.

Prohibited Conduct:

- Discrimination in hiring, promotion, compensation, benefits, training, and other employment practices.

- Harassment, including verbal, physical, and visual conduct that creates an intimidating, hostile, or offensive work environment.

- Retaliation against individuals who report discrimination or harassment or participate in investigations.

Reporting Procedures:

- **Internal Reporting**: Employees are encouraged to report any incidents of discrimination, harassment, or retaliation to their supervisor, HR department, or designated compliance officer.

- **External Reporting**: Employees may also report incidents to relevant external agencies, such as the Equal Employment Opportunity Commission (EEOC).

Investigation and Resolution:

- All reports of discrimination, harassment, or retaliation will be promptly and thoroughly investigated.

- Confidentiality will be maintained to the extent possible, consistent with the need to conduct a thorough investigation.

- Appropriate corrective action will be taken if a violation of this policy is found.

Training and Education:

- Regular training on non-discrimination and harassment prevention will be provided to all employees.

- Educational resources and support will be made available to promote understanding and compliance with this policy.

Commitment to Diversity and Inclusion:

- [Organization Name] is dedicated to fostering a diverse and inclusive workplace where all individuals feel valued and respected.

- We actively seek to recruit, retain, and promote individuals from diverse backgrounds and perspectives.

Policy Review:

- This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and best practices.

Contact Information:

- For questions or concerns about this policy, please contact [HR Department/Compliance Officer] at [Contact Information].

Feel free to customize this template to fit the specific needs and context of your organization.